

BLUFFTON TOWN COUNCIL MEETING MINUTES
NOVEMBER 10, 2015

Mayor Lisa Sulka called the meeting to order at 6:00 p.m. Council members present were Mayor Pro Tempore Ted Huffman, Karen Lavery, Fred Hamilton, and Larry Toomer. Town Manager Marc Orlando, Deputy Town Manager, Deputy Town Manager, Assistant Town Manager/ Executive Director of the Bluffton Public Development Corporation Shawn Leininger, Assistant Finance Director Trisha Greathouse, Director of Growth Management Kendra Lelie, Director of Engineering Kim Jones, Chief of Police Joey Reynolds, and Town Attorney Terry Finger were also in attendance.

Pledge of Allegiance and Invocation was given by Councilman Hamilton.

Adoption of Agenda:

Lavery moved to adopt the agenda as presented with the addition of Executive Session as #13-b- *Legal Matters Update from Town Attorney (Pursuant to SC FOIA Act Section 30-4-70(a)(2))*. Huffman seconded. The motion carried unanimously.

Adoption of Minutes:

- a. Minutes of October 13, 2015 Regular Meeting:
Huffman moved to adopt the minutes of October 13, 2015 as presented. Lavery seconded. The motion carried unanimously.
- b. Minutes of October 20, 2015 Quarterly Workshop:
Huffman moved to adopt the minutes of October 20, 2015 as presented. Lavery seconded. The motion carried unanimously.

Presentations, Celebrations and Recognitions:

Mayor Sulka recognized the following:

- a. Palmetto Electric Cooperative's Rural Development Act Utility Tax Credit Funds in the Amount of \$150,000 was presented to the Town of Bluffton by Tray Hunter, Vice-President, Marketing & Public Relations and Ashley Feaster, Manager Community & Economic Development. Mayor Sulka presented Palmetto Electric Cooperative a Certificate of Appreciation.
- b. Renee Heuser, Rob Heuser, and Bobby Heuser on Heuser Ace Hardware receiving the JD Power Award.
- c. Recognition of Bluffton School District Character Education Students of the Month as follows:
 - Craig Stoddard, River Ridge Academy Middle School – September's Character Trait for Acceptance; and
 - Keiona Marshall, Bluffton High School – October's Character Trait for Courage

(Continued)

Presentations, Celebrations and Recognitions – Continued:

- d. Bluffton Township Fire District Explorer Program with Captain Randy Hunter and several Explorers in attendance. Hunter stated the Explorers get to experience firsthand what it's like to be a fire fighter, emergency services coordinator or paramedic.

Mayor Sulka read the following Proclamations:

- a. Port Royal Sound Month Proclamation which was accepted by Ed Pappas, Foundation Board Trustee and Rachael Jones, Foundation Program Director.
- b. World Kindness Day Proclamation which was accepted by Constance Martin-Witter.

Chief of Police Joey Reynolds introduced Jonathan Garcia, new Code Enforcement Officer.

Public Comments:

Sharon Brown, 163 Buck Island Road, congratulated Mayor Sulka for another 4 years. She stated the Buck Island/Simmons ville area is vested in their community. She requested Council to give them the opportunity to work with the Town and the Bluffton Eagles Field Committee. They were not requested to be involved in this process for the betterment of Eagles Field.

Tom Taylor, 76 Brams Point, Hilton Head, thanked Council for their visioning to ban smoking in Dubois Park and future children' parks.

Johnny Brown, 69 Thomas Cohen Drive, Hilton Head, stated the community did not have an opportunity to take ownership of the Bluffton Eagles Field. He requested for Council to give them the opportunity to do so and allow community leaders to participate.

Joe Green, 2 Buck Island Road, stated he is the Vice-Chair of the Bluffton Eagles Field Committee and was not aware of the agreement between the Committee and the Town. The Buck Island/Simmons ville community is trying to protect and preserve themselves because the system is not working. He suggested electing another Bluffton Eagles Field Board.

Communications from Mayor and Council:

Mayor Sulka:

- Stated the Bluffton Eagles Field is in the Town's Master Plan and everyone will work together to make this project a success.
- Reminded everyone to vote on the Municipal Election Run-Off on November 17th. The Town's website now has an app that will help residents know whether they are in the Town or not for voting purposes.

Karen Lavery:

- Stated that the Town just wants to enhance Bluffton Eagles Field.
- Announced that there would be a candidate forum at Hampton Hall on November 14th at 4:30 p.m.

Ted Huffman:

- Congratulated Mayor Sulka on her Mayoral win.
- The Town is only trying to help preserve and improve the Bluffton Eagles Field.

Public Hearings:

Ordinance Terminating the Kent Estates Development Agreement – Final Reading: Shawn Leininger, Assistant Town Manager gave an overview. On October 27, 2004, the Town negotiated and entered into the Kent Estates Development Agreement with New Leaf LLC. The Development Agreement allowed New Leaf to develop and sell any or all of the approximately 130.8 acres generally defined as the Kent Estates Tract per certain pre-approved development standards set forth in the Development Agreement. Portions of the property were eventually sold to Lowcountry Evergreen, LLC (22.48 acres) and National HealthCare Corporation (NHC) (19.75 acres).

Both Lowcountry Evergreen LLC and New Leaf LLC are allegedly in default of their financial obligations to the Town of Bluffton. Currently Lowcountry Evergreen LLC owes the Town \$10,800 and New Leaf LLC owes the Town \$402,407.04. The Town has served notice to both Lowcountry Evergreen LLC and New Leaf LLC regarding the default and breach of the Development Agreement and maintains a lien on the property to protect the fees owed.

On September 8, 2015, Town Council approved First Reading of the Ordinance terminating the Kent Estates Development Agreement. On October 13, 2015, at the request of the Town Attorney, Town Council tabled the Final Reading and Public Hearing of this Ordinance until the November 10, 2015 meeting. There have been no substantive changes to the Termination Agreement since the First Reading approval.

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Ordinance Terminating the Kent Estates Development Agreement – Final Reading - Continued:

Earlier this year the Open Land Trust and Beaufort County approached Colony Bank, New Leaf LLC, and Lowcountry Evergreen LLC to discuss a possible purchase of approximately 111 acres of the Kent Estates Tract. The intent of the purchase is to preserve the property as open space, provide public access, and potential connectivity to the Okatie Regional Park that is located to the northeast of Kent Estates. Additionally, Beaufort County will utilize Stormwater Utility Fees to assist in the purchase and construct stormwater management lagoons. These lagoons along with the preservation of the property in the critical headwaters area of the impaired Okatie River will work in an effort to improve the stormwater quality as it enters the Okatie River.

In order to protect the property from development in environmentally sensitive areas the following is proposed:

1. Open Land Trust and Beaufort County intend to subject the property to restrictions in use pursuant to the terms of the voter approved bond referendum language authorizing the borrowing of those funds.
2. In consideration of the Open Land Trust and Beaufort County purchase of the Property, Colony Bank will release its mortgage liens and relinquish any other interests in the property.
3. To facilitate the purchase by the Open Land Trust and Beaufort County and promote the preservation of property in the headwaters of the Okatie River, the Town will release the property, New Leaf LLC, and Lowcountry Evergreen LLC from the obligations of the Development Agreement and will take appropriate action to terminate the Development Agreement in its entirety upon closing of the property by the Open Land Trust and Beaufort County.
4. In consideration of terminating the Development Agreement, New Leaf LLC, Lowcountry Evergreen LLC, the Open Land Trust, and Beaufort County will transfer all remaining development rights to the Town of Bluffton Development Rights Bank (449 residential units and 50,000 square feet of non-residential floor area) upon closing of the property by the Open Land Trust and Beaufort County.
5. In consideration that no development rights will remain on the property after the closing and in order to provide appropriate zoning, the Town will consider rezoning the property from Planned Unit Development (PUD) District to Preserve (PR) District to be effective upon closing of the property by the Open Land Trust and Beaufort County.
6. NHC shall retain the PUD Zoning and all rights for development that currently exist on their property (Continued).

Ordinance Terminating the Kent Estates Development Agreement – Final Reading – Continued:

7. NHC, Colony Bank, New Leaf LLC, and Lowcountry Evergreen LLC will donate the right-of-way necessary for the SC170 widening that is currently pending condemnation by Beaufort County.

As part of the 2015 Strategic Plan, Town Council established the Renegotiation of Development Agreements as a High Priority. Additionally the Bluffton Covenant, Southern Beaufort County Regional Plan, and Town of Bluffton Comprehensive Plan support this request.

Mayor Sulka opened the Public Hearing at 6:40 p.m.
Public Comments: There were none.
Public Hearing closed at 6:40 p.m.

Huffman moved to have final reading on the Ordinance Terminating the Kent Estates Development Agreement. Lavery seconded. The motion was unanimous.

Public Hearing – Continued:

Ordinance Approving a Zoning Map Amendment to Rezone Certain Property within Kent Estates Containing Approximately 111 acres Located on Okatie Highway (SC170) from Planned Unit Development (PUD) District to Preserve (PR) District – Final Reading:
Kendra Lelie, Director of Growth Management gave an overview. On August 14, 2015, the UDO Administrator on behalf of the Town of Bluffton submitted an application requesting approval of a Zoning Map Amendment for 111 acres of land located on Okatie Highway (Route 170) within Kent Estates to be changed from Planned Unit Development (PUD) District to Preserve (PR) District. The Planning Commission recommended approval of the Zoning Map Amendment on September 3, 2015 and Town Council approved the First Reading of the Zoning Map Amendment on September 8, 2015. On October 13, 2015, this application was tabled by Town Council at the request of the Town Attorney.
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Ordinance Approving a Zoning Map Amendment to Rezone Certain Property within Kent Estates Containing Approximately 111 acres Located on Okatie Highway (SC170) from Planned Unit Development (PUD) District to Preserve (PR) District – Final Reading - Continued:

In October 2004, New Leaf, LLC entered into a development agreement with the Town of Bluffton to develop approximately 130 acres on certain property known as Kent Estates PUD to include 449 dwelling units and 119,000 square feet of non-residential uses. New Leaf LLC conveyed 22.48 acres to Lowcountry Evergreen LLC in March 2006 and 19.61 acres to National HealthCare Corporation in April 2008. With the exception of the National HealthCare site, no development has occurred on the property. Representatives of New Leaf, LLC (owner of the central tract within Kent Estates) and Lowcountry Evergreen, LLC (owner of the northernmost tract in Kent Estates) have recently discussed with the Open Land Trust and Beaufort County the sale of their properties. The total purchase includes approximately 111 acres of the property known as Kent Estates PUD. The National HealthCare Corporation property is not involved in this transaction and will not be impacted by this Zoning Map Amendment application. The future use of the property by the Open Land Trust is to preserve the property as open space, provide public access, and potential connectivity to the Okatie Regional Park which is located to the northeast of Kent Estates. Additionally, Beaufort County will utilize Stormwater Utility Fees to assist in the purchase and construct stormwater management lagoons. These lagoons along with the preservation of the property in the critical headwaters area of the impaired Okatie River will work in an effort to improve the stormwater quality as it enters the Okatie River.

Separately, as a result of this transaction and change in use, the Town, County, Open Land Trust, and property owners are requesting Town Council approval to terminate the Kent Estates Development Agreement and transfer the remaining development rights of 449 residential dwelling units and 50,000 square feet of commercial use to the Town of Bluffton Development Rights Bank upon the closing of the property. In consideration that no development rights will remain on the property and in order to provide an appropriate zoning, the Town was requested to consider rezoning the property from Planned Unit Development (PUD) District to Preserve (PR) District which will be effective upon closing of the property by the Open Land Trust and Beaufort County. These actions will both remove the development rights that exist on the property and limit the future use of the property to uses permitted in the Preserve District. This is a significant reduction in the development rights in the critical area of the Okatie River headwaters.

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Ordinance Approving a Zoning Map Amendment to Rezone Certain Property within Kent Estates Containing Approximately 111 acres Located on Okatie Highway (SC170) from Planned Unit Development (PUD) District to Preserve (PR) District – Final Reading – Continued:

As indicated on the UDO use table the types of uses permitted in a Preserve District include agricultural, parks, museums, campgrounds and RV parks, government buildings and utilities.

The Planning Commission finds that the requirements of Section 3.4.3 of the Unified Development Ordinance are met and recommends Town Council approve the final reading for the Zoning Map Amendment.

Town Attorney Finger stated that steps were taken to ensure the rezoning would remain in effect by also amending the covenant.

Mayor Sulka opened the Public Hearing at 6:43 p.m.

Public Comments: There were none.

Public Hearing closed at 6:43 p.m.

Huffman moved to have final reading on the Ordinance Approving a Zoning Map Amendment to Rezone Certain Property within Kent Estates Containing Approximately 111 acres Located on Okatie Highway (SC170) from Planned Unit Development (PUD) District to Preserve (PR) District. Lavery seconded. The motion carried unanimously.

Adoption of the Resolution Authorizing the Designation of a State-Designated Cultural District by the South Carolina Arts Commission in the Town of Bluffton:

Kendra Lelie, Director of Growth Management gave an overview.

In June 2014 Act 232 went into effect which authorizes the SC Arts Commission to grant Cultural District designation. The applicant must be a city or town in South Carolina which may designate a municipal department or community partner organization (i.e. arts council, chamber of commerce, historic district, visitor's bureau or other capable body may serve in this capacity) to serve as the contact for the application and to manage the proposed district.

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Adoption of the Resolution Authorizing the Designation of a State-Designated Cultural District by the South Carolina Arts Commission in the Town of Bluffton - Continued:

Since January of 2015, Doreen Baumann (Celebrate Bluffton) serving as Co-Chair with Judy McElynn (Maye River Gallery) have been engaged in a grassroots effort to establish a steering committee to begin the process of getting Bluffton designated as a Cultural District. It is required by the State Act that the steering committee be composed of at least one cultural organization and one organization representing artists and other organizations and individuals that represent the interests of the district. As such, they have engaged a number of community organizations, interested individuals, and Town officials and staff for the purpose of submitting an application to the SC Arts Commission to establish the Bluffton Cultural District.

As part of the 2015 Strategic Plan, Town Council identified as a high priority the development of historic/heritage tourism. Specific action steps included exploring and presenting to Town Council the potential establishment of a Bluffton Cultural District. In accordance with Town Council direction provided at the July 14, 2015 Town Council meeting, Staff met with representatives of the Bluffton Cultural District Alliance (BCDA), the future community partner organization, and assisted them in finalizing the draft of the action plan and the asset map for the district.

A Cultural District is an easily identifiable geographic area with a concentration of cultural facilities, activities and assets which serves as the center of cultural, artistic and economic activity. The goals of the designation as described by the SC Arts Commission include holding up the arts as a means of economic and community development; creating a new tool for communities to communicate about and capitalize on existing arts assets; encouraging more economic development and opportunities in and through the arts and collecting data that demonstrates the role of the arts in creating and supporting vibrant communities. As listed by the SC Arts Commission, a cultural district may include uses such as:

- Galleries;
- Live performance venues;
- Theaters;
- Artist studios;
- Museums;
- Arts Centers;
- Arts Schools;
- Public art pieces; and
- Restaurants, banks or parks that make their space regularly available to artists.

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Adoption of the Resolution Authorizing the Designation of a State-Designated Cultural District by the South Carolina Arts Commission in the Town of Bluffton - Continued:

The SC Arts Commission describes the benefits of being designated as a Cultural District as attracting artists and creative entrepreneurs, encouraging economic and cultural development, attracting tourists, preserving and reusing historic buildings and creating a supportive environment for arts and culture.

Proposed Organization:

The Bluffton Cultural District Alliance (BCDA) will serve as a collaborative partnership to act in an advisory and advocacy capacity for the Bluffton Cultural District. Its purpose will be to advise, advocate for, and develop and implement a strategic plan in conjunction with its partners. The organization will provide community outreach to promote the arts and, design, plan and promote events and programs for the district. BCDA will meet on a quarterly basis and will be comprised of nine (9) representatives from organizations listed below:

- Society of Bluffton Artists and Center for Creative Arts (501c3)
- Old Town Bluffton Merchant's Society (501c4) Service businesses
- Old Town Bluffton Arts District
- Bluffton Historical Preservation Society (501c3)
- Celebrate Bluffton, Inc. (501c3)
- May River Theatre Company, Inc. (501c3)
- Historic Bluffton Arts & Seafood Festival (pending 501c3)
- A Call to Action Bluffton (501c3)
- Bluffton Farmer's Market (501c3)

Responsibilities of the BCDA include upholding the Statewide goals for the district; maintaining active participation in a diverse, balanced committee; establishing and revisiting annually a Strategic Plan with priority first-step initiatives and identifying partnerships to support and manage these programs; advocating for policies that support art and culture in the district and community awareness; exploring incentives that make the district more attractive as a place to live and work for creative professionals; and coordinating with public and private partners to seek funding to promote the district.

A coordinator will be appointed by the BCDA for a term of two (2) years and will act as the primary contact for the BCDA. Amongst other responsibilities, the coordinator will regularly meet with Town Staff on district initiatives and will coordinate BCDA meetings and minutes.

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Adoption of the Resolution Authorizing the Designation of a State-Designated Cultural District by the South Carolina Arts Commission in the Town of Bluffton - Continued

Proposed Inventory of Cultural Assets and Action Plan Goals:

The proposed map and inventory of 120 cultural assets and the action plan created by the Bluffton Cultural District Alliance are attached. Generally, the action plan includes five (5) goals as follows:

1. **Foster both creative production and consumption.**

Support and encourage the existence and success of our local artists, artisans and innovators as well as our non-profit and commercial creative organizations and businesses within the district's boundaries.

2. **Empower our community through participation in the arts.**

Support and encourage a Cultural District that positively influences and impacts the entire Bluffton community by offering a wide and inclusive variety of cultural experiences for adults and children of all races, ethnicities, and socio-economic backgrounds.

3. **Enhance our sense of place.**

Support and encourage a unique and easily identifiable geographic destination that attracts visual and performing artists, crafts people, art & craft purchasers, art patrons, creative entrepreneurs, and cultural enterprises.

4. **Engage our residents and visitors in art and cultural experiences.**

Utilize the Cultural District as a destination that provides venues for celebrating and strengthening the Town's unique cultural identity.

5. **Create awareness of our arts and cultural assets.**

Utilize the designated Cultural District as a tool to encourage economic development locally and regionally.

Mayor Sulka opened Public Hearing at 6:54 p.m.

Public Comments: There were none.

Public Hearing closed at 6:54 p.m.

Huffman moved to adopt the Resolution Authorizing the Designation of a State-Designated Cultural District by the South Carolina Arts Commission in the Town of Bluffton. Toomer seconded. The motion carried unanimously.

Ordinance Amending Chapter 18 Offenses and Miscellaneous Provisions, Article VII Smoking Prohibition of the Town Code to Prohibit Smoking in Dubois Park – Final Reading:

Shawn Leininger, Assistant Town Manager gave an overview.

On September 8, 2015, Town Council directed Town Staff to prepare an amendment to the Smoking Ordinance that would prohibit smoking around playgrounds in public parks. On October 13, 2015, Town Staff presented an amended Smoking Ordinance for First Reading approval that prohibited smoking in public playground areas. After review of the Ordinance, Town Council granted First Reading approval and directed Town Staff to modify the smoking prohibition to be specific to and include all areas within DuBois Park.

Currently the Town Smoking Ordinance only prohibits smoking in the workplace, with certain exceptions provided for private residences, religious ceremonies, retail tobacco shops, cigar bars, portions of hotels and motels, and workplaces with totally separate smoking only facilities, HVAC systems, entrances, exits and restrooms. South Carolina State Law further restricts smoking in public schools, preschools, indoor facilities where children's services are provided, healthcare facilities, government buildings, elevators, public transportation vehicles, arenas, auditoriums of public theaters, and performing arts centers.

In the Beaufort County region, only Beaufort County has prohibited smoking within its parks through the establishment of park rules stating that "No Alcohol, Drugs, or Tobacco Products" are permitted within parks. With regard to County owned or maintained parks in the Town of Bluffton, signs denoting these park rules have been posted at Buckwalter Regional Park, M.C. Riley Sports Complex, and Oscar J. Frazier Park.

The proposed amendment adds the following to Section 18-160 as a prohibited location for smoking:

"It is unlawful for a person to smoke or possess lighted smoking material in any form within DuBois Park."

The proposed amendment provides for the prohibition of smoking within DuBois Park. The following parks are owned or maintained by Beaufort County and would be subject to their ban of tobacco products:

1. Buckwalter Regional Park;
2. M.C. Riley Sports Complex; and,
3. Oscar J. Frazier Park.

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Ordinance Amending Chapter 18 Offenses and Miscellaneous Provisions, Article VII Smoking Prohibition of the Town Code to Prohibit Smoking in Dubois Park – Final Reading:

Although the County also owns Oyster Factory Park and the Calhoun Street Dock, the recently approved Memorandums of Agreement state that as the operator of those facilities Town rules shall apply. These facilities will not be impacted by the proposed Ordinance.

Huffman expressed his concerns on a public park not being for all of the public. But he does want to prohibit smoking around playgrounds so children will not be exposed to smoke.

Lavery moved to have final reading on the Ordinance Amending Chapter 18 Offenses and Miscellaneous Provisions, Article VII Smoking Prohibition of the Town Code to Prohibit Smoking in Dubois Park. Hamilton seconded. The vote was four in favor of the motion. Huffman opposed.

Ordinance Amending the Town of Bluffton Budget for Fiscal Year Ending June 30, 2016; to provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue for the Said Funds for Encumbrances and other Expenditure for the Capital Improvement Program Fund and Stormwater Fund – Final Reading:

Trisha Greathouse, Assistant Director of Finance stated there are no changes since first reading on October 13, 2015. The FY 2016 Budget Ordinance amendment will add the prior year encumbrances. In addition, to change the funding sources for Jason/Able Street Utility and Sewer Improvements Project by replacing the \$700,000 from the State Revolving Fund Loan with a BJSWA contribution of \$200,000 and \$500,000 additional Stormwater Fees (SWU) and the Garvin House to include a \$30,000 federal grant replacing a portion of the Hospitality Tax Funding.

Huffman moved to have final reading on Ordinance Amending the Town of Bluffton Budget for Fiscal Year Ending June 30, 2016; to provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue for the Said Funds for Encumbrances and other Expenditure for the Capital Improvement Program Fund and Stormwater Fund. Lavery seconded. The motion carried unanimously

Calhoun Street and Adjacent Area Study Immediate Action Items including Resolution Authorizing the Establishment of Time Restricted Parking within Certain Portions of the Old Town Bluffton Historic District:

Kendra Lelie, Director of Growth Management gave an overview.

As directed by Town Council at the October 20, 2015 Quarterly Town Council Workshop regarding the Calhoun Street and Adjacent Area Study:

1. Consideration of a Resolution to establish time restricted parking in portions of the Old Town Bluffton Historic District, in accordance with Section 26-78 of the Town Code; and
2. Authorization for the Town Manager to implement other immediate action items as detailed in this report for Calhoun Street and the adjacent area.

In early 2014, the Town of Bluffton entered into a contract with Thomas & Hutton Engineering Co. to establish a public infrastructure master plan and policy guidelines as part of the Calhoun Street and Adjacent Area Study. Elements addressed include street design, parking, streetscape amenities, sidewalks, crosswalks, stormwater management, tree canopy, lighting, signage and utilities.

Since the project kick-off meeting in February 2014, Town Staff has coordinated several public meetings to obtain community input on project area design alternatives and policy solutions. The public meetings held include:

1. June 2014: 2-day Open House and Workshop at the First Baptist Church;
2. December 2014: Presentation of findings at Town Council; and
3. October 2015: Presentation of findings and request for feedback on the draft Calhoun Street and Adjacent Area Study at the Town Council Quarterly Workshop.

Adopted in 2006 by the Town of Bluffton Town Council, the Old Town Master Plan presents a comprehensive set of guiding design principles and urban design directives. It further provides policy guidance for the Bluffton Historic District. In this regard, the Old Town Master Plan advises that the Town create walkable streets, enhance the tree canopy, and manage stormwater runoff by mimicking natural stormwater systems. It provides that the Town and community craft unique projects with the intent of preserving and enhancing the Bluffton character. With this at the forefront of our considerations, the Calhoun Street and Adjacent Area Study will provide the following:

1. Assess current conditions;
2. Propose schematic design solutions to guide upcoming public infrastructure improvements; and
3. Propose Town policy recommendations to address deficiencies in the public realm. (Continued)

Calhoun Street and Adjacent Area Study Immediate Action Items including Resolution Authorizing the Establishment of Time Restricted Parking within Certain Portions of the Old Town Bluffton Historic District - Continued:

In an effort to improve parking conditions in the Calhoun Street area, Town Council, the Town Manager and others have taken the following steps:

1. In accordance with the approved Development Plan for the Calhoun Street Promenade, a shared parking agreement was approved in December 2005 which allowed shared parking rights between the Calhoun Street Promenade businesses and the First Baptist Church.
2. In October 2013, Town Council approved the delineation of parallel parking end island areas along Calhoun Street and the prohibition of parking on the north side of Lawrence Street west of Calhoun Street for approximately 200 linear feet.
3. In January 2015, Town Manager sent letters to business owners within the Promenade informing them of the shared parking agreement the Promenade development has with the First Baptist Church. Business owners were encouraged to work with their employees to use the parking area provided in the shared parking agreement with the intent of allowing for greater turnover of parking spaces in the Promenade. At the same time, a similar letter was sent to business owners in the remainder of the Old Town Bluffton Historic District encouraging employees and visitors to use less utilized public parking on May River Road, Bluffton Road, Goethe Road, and Oyster Factory Park.
4. In March 2015, Town Council approved an amendment to the Unified Development Ordinance requiring an increase of off-street parking spaces for commercial uses.
5. In October 2015, Town Council hosted a Workshop meeting to provide direction on the draft Calhoun Street and Adjacent Area Study. At that same meeting, Town Council directed Town Staff to proceed with implementing the following immediate action items:
 1. On-Street Time Restricted Parking. Implementation of 2-hour time restricted parking in certain areas along Calhoun Street and the head-in parking at DuBois Park on Lawrence Street and Lawton Street from 9:00am to 5:00pm Monday through Friday.

(Continued)

Calhoun Street and Adjacent Area Study Immediate Action Items including Resolution Authorizing the Establishment of Time Restricted Parking within Certain Portions of the Old Town Bluffton Historic District - Continued:

The 2-hour time restricted parking is proposed to be implemented on Calhoun Street with the following options for the limits of the restricted parking zone:

- a. May River Road to Bridge Street Zone Option:
 1. Benefit: Implementing time restricted parking from May River Road to Bridge Street will remove long term parking from Calhoun Street allowing more frequent turnover of prime parking spaces.
 2. Challenge: Calhoun Street north of Church Street is where many of the Calhoun Street residents live and time restricting the parking in front of their homes would impact the residents' ability to use Calhoun Street for guest parking.
- b. Church Street to Bridge Street Zone Option:
 1. Benefit: Residents in the section between May River Road and Church Street would not be restricted from parking on the street.
 2. Challenge: There would be a reduction in the overall number of parking spaces on Calhoun Street available for a 2-hour turnover and long term parkers may be inclined to park in front of the residents' homes.
2. No Parking. Implementation of a no parking restriction on Church Street and Lawton Street and no parking restriction on both sides of Lawrence Street beginning 200 feet west of the intersection at Calhoun Street and continuing east of the intersection at Calhoun Street to the intersection at Boundary Street but not applying to head-in on-site parking at Dubois Park.

Staff has coordinated with SCDOT regarding placement and design of no parking signs within the SCDOT right-of-way and if necessary will file the required SCDOT encroachment permits to allow for the signage.

3. Delineation of Calhoun Street Parking Spaces & Bike Racks. Implementation of striping (T markings) to delineate individual parking spaces and provision of bike racks in certain rights-of-way areas and for use during special events.
The striping will permit more efficient parking on Calhoun Street and Staff will identify locations along Calhoun Street and adjacent areas for the installation of bike racks similar to that identified at the October Calhoun Street and Adjacent Area Study workshop to provide for alternate parking opportunities.
(Continued)

Calhoun Street and Adjacent Area Study Immediate Action Items including Resolution Authorizing the Establishment of Time Restricted Parking within Certain Portions of the Old Town Bluffton Historic District – Continued:

4. Private Shared Parking Agreements and Private Parking/Shuttle Service. Private party shared parking agreements for overflow parking and the provision of a shuttle service to private parking lots.
Business owners, organizations and interested stakeholders will be strongly encouraged to establish shared parking opportunities for overflow parking including shared parking agreements and the provision of a shuttle service to private parking lots.
5. Public Information Parking Map. Development of a map delineating the time restricted parking areas, no parking areas and off-street parking lots.
Staff will produce a parking map for distribution as a hard copy document available for the public, local businesses and organizations and for publication on the Town's website.
6. Sign Implementation. Installation of directional parking signs indicating the location of off-street parking areas.
The signs will be placed on Calhoun Street and adjacent areas providing additional direction for visitors searching for off-street parking opportunities.
7. Additional Lighting. Installation of safety lighting in dark areas in the Old Town Historic District and the installation of ambience lighting along Calhoun Street to create non-direct illumination of the pedestrian areas.
Staff is currently identifying opportunities for additional safety lighting in the Old Town Historic District and will coordinate the installation of the light fixtures with SCEG. Business owners, organizations and interested stakeholders will be strongly encouraged to provide ambience lighting of their properties that are in the Calhoun Street and adjacent areas.

Huffman moved to approve the Resolution to establish time restricted parking in portions of the Old Town Historic District as described in the Staff Report and to authorize the Town Manager to implement the other immediate action items as described in the Staff Report provided Staff helps facilitate a discussion between business owners and other interested parties to establish shared parking agreements for overflow parking prior to installing 2 hour parking limitations and for Staff to work with residents to provide a resident parking sticker program for those residing on Calhoun Street. Hamilton seconded. The motion carried unanimously.

Consent Agenda:

- a. Staff Reports: Police, Finance/Administration, Engineering, Don Ryan Center for Innovation, and Growth Management
- b. Town Manager's Report

Lavery moved to accept the Consent Agenda as presented. Toomer seconded. The motion carried unanimously.

Public Comments:

There were none.

Executive Session:

- a. Personnel Matters Relating to Commissions, Boards and Committees (Pursuant to SC FOIA Act Section 30-4-70(a)(1))
- c. Legal Matters Update by Town Attorney (Pursuant to SC FOIA Act Section 30-4-70(a)(2) (This item was item on the Adoption of the Agenda)

Huffman moved for Town Council to go into Executive Session to discuss Personnel Matters Relating to Commissions, Boards and Committees.

Toomer seconded. Vote was unanimous. Council entered into Executive Session at 7:33 p.m.

Actions from the Result of Executive Session:

Mayor Sulka called the meeting back to order at 8:01 p.m. and announced no votes were taken.

Huffman moved to appoint Maria Kramer to the ATAX Advisory Committee. Lavery seconded. The motion carried unanimously.

Meeting adjourned at 8:02 p.m.

Mayor

Town Clerk